

17 September 1982

MEMORANDUM FOR: Deputy Director of Personnel

FROM:

[Redacted]

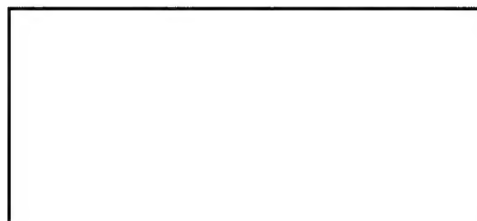
Deputy Chief, Benefits and Services Division

SUBJECT: Noon Aerobix (Stretch and Flex)

1. It is requested that the staff of our evening Aerobix classes be permitted to hold noon classes in the Headquarters Auditorium.

2. Details of the class are attached, as is a copy of the Auditorium approval.

Attachments



APPROVED:

[Redacted Signature]

Deputy Director of Personnel

21 SEP 1982

Date

Distribution:

Original - Addressee
(Return to DC/BSD)

- 1 - DD/Pers
- 2 - DC/BSD (1 w/held)

STRETCH AND FLEX COURSE GIVEN BY AEROBIX, INC.

THIS COURSE WILL BE THIRTY MINUTES IN LENGTH, OFFERED FROM 12:15 TO 12:45 PM ON TUESDAYS AND THURSDAYS IN THE HEADQUARTERS AUDITORIUM. IT WILL CONSIST OF FIVE MINUTES OF WARM-UP ROUTINES CHOREOGRAPHED TO POPULAR MUSIC, TWENTY MINUTES OF STRETCH, FLEXIBILITY , AND SIT-UP ROUTINES TO MUSIC, ,ENDING WITH FIVE MINUTES OF COOL-DOWN ROUTINES. THE EXERCISES THEMSELVES WILL CONCENTRATE ON STRETCHING THE LOWER BACK, THIGHS AND CALVES, STRENGTHENING THE ABDOMINALS, AND EXERCISING THE HIPS AND THIGHS AS WELL AS THE ARMS AND TORSO.

ORGANIZATION REQUESTING USE EAA				TIME OF USE 9/21/82 FROM (DATE)		12:15-12:45 HOURS	
ACTIVITY TO TAKE PLACE Mini-Aerobix				LOCATION 1 F 93		CLASSIFICATION Uncl. STAT	
PUBLIC ADDRESS SYSTEM TO BE USED		YES	NO	PROJECTION EQUIPMENT TO BE USED		YES	NO
			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
				VISUAL AIDS TO BE USED		YES	NO
							<input checked="" type="checkbox"/>
LECTURN MIKE		16MM PROJECTOR		CHARTS		TABLES	
NECK MIKE		35MM PROJECTOR		POSTERS		CHAIRS	
STAND MIKE		SLIDE (SIZE)		BACKDROPS		FLAGS	
SHOTGUN MIKES		VU-GRAPH		BLACKBOARD		OTHER	
PROGRAM RECORDING		OTHER		BLACKLIGHT			
BACKGROUND MUSIC				OTHER			
OTHER							
CLEANING, SPECIAL				YES	<input checked="" type="checkbox"/>	NO	
				GUARDS FOR FRONT DOOR			
				YES	<input checked="" type="checkbox"/>	NO	
ADDITIONAL NOTES							
Area between rear of seats and entrance desired. Mess after class or any problems should be reported to undersigned.							
SIGN						DATE	
						8/27/82 STAT	

FORM 3646
4-74

AUDITORIUM EQUIPMENT LIST



Tony

ROUTING AND TRANSMITTAL SLIP

Date

17 SEP 1982

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1.

C/BSD

[Signature] 9/17

2.

DD/Pers/SP

[Signature] 9/20

3.

EA/OP

K 7/20

4.

DD/Pers

Held For

[Signature]

5.

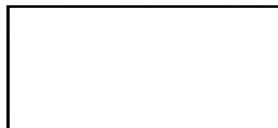
DC/BSD

[Signature] 9/21/82

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

I spoke with [] OGC, to determine if there was any problem with an employee utilizing the half hour lunch period to run this class and receive compensation via EAA. [] advised that there would be no OGC objection.



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

DC/BSD

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA

EMPLOYEE ACTIVITY ASSOCIATION, INC.

P. O. Box 241
McLEAN, VIRGINIA 22101

September 1, 1982

STAT



The Employee Activity Association wishes to express their thanks and appreciation to you for your fine work as Senior Umpire for the 1982 Season.

You are to be commended for your efforts in a difficult transition period for the softball leagues. We realize that this was a voluntary job in addition to your considerable primary professional responsibilities. Your loyalty, dedication and sound advice were of invaluable assistance to the EAA Coordinators. Thanks for a job well done.

Sincerely,



Assistant to the Executive Officer

STAT